

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MAY 11, 2015**

BOARD MEMBERS IN ATTENDANCE

Dennis Doyle, Anna Eddy, Patty Foley, Pauline Kruk, Iris Larsson, Lloyd Lirio, Judy Igielski, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Paul Crosswaith, Pam Raynock

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle
David Nagel

FRIENDS ABSENT

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:07 PM. Anna introduced new Board of Trustees member Lloyd Lirio.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy received a thank you note from Masonic Care for the donation made in memory of Carol Pekar-Miller's mother.

IV. APPROVAL OF MINUTES

Patty Foley indicated that she was not in attendance at the April meeting and the minutes stated that she was. **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of April 13, 2015 as amended, Iris Larsson seconded the motion, and the motion to accept the minutes of April 13, 2015 was unanimously passed with an 8-0 vote, with Patty Foley, Dennis Doyle, Kris Nasinnyk, and Neil Ryan abstaining as they were not in attendance.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna reviewed the Annual Activities Calendar for the month of May which includes finalizing plans for the 5K Race, collecting Trustee sponsorships for the 5K Race, nominations forms submitted, May Friends book sale, and volunteer awards.

VI. TREASURER'S REPORT

Iris thanked Lynn, Lisa, and Karen for their assistance with the checks coming in for the 5K Race.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported on Library personnel: Beth Mendelsohn has been hired for the Children's Library Tech position; Beth has been a substitute for seven years. Nicole Nichols is now in reference, therefore her part time position in circulation is open. Pat Pierce has been representing the Library at the Board of Education strategic planning meetings.

The State budget restored funds that were to be cut - \$950,000 to \$900,000. CLC did not receive their full funding. The Library is waiting to hear if they will need to pay for the internet services which would be \$12,000 per year.

The 2015 Information Packet is now available. There are 133 programs scheduled for the summer; these programs can be found in the June/July/August Footnotes newsletter. The summer reading program will begin on June 9th for adults and June 13th for all ages. This year's theme is Super Heroes. The Children's Department will have a craft show on August 15th.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the new computers are installed for the public; some additional software will be installed soon. The RFID project is still going strong with 10-12 volunteers.

IX. FRIENDS OF THE LIBRARY

1. Phil DesJardins Report

Phil DesJardins was not in attendance. At the Friends Annual Meeting on June 10th, the winner of the quilt raffle will be chosen at 6:30 PM.

2. Board Liaison Report

The Friends meeting is Wednesday, May 13th. Lisa reported that the Book Sale netted approximately \$12,000. The Friends ongoing book sale is bringing in more than expected.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Trustee Handbook

Kris distributed an outline/table of contents for the Trustee Handbook and reported that this will be available to the Board of Trustees in an electronic PDF format. Committee descriptions will be taken from the ByLaws and placed into the Trustee Handbook. The PEP Committee is proposing a Finance Committee which would oversee the Budget Committee and the Investment Committee. They are also discussing a change to the ByLaws to have a Treasurer and an Assistant Treasurer.

2. Ethics Statement

Kris distributed a draft of an Ethics Statement that the Board of Trustees will sign and date. Many ethic statements were reviewed and this statement was drafted by the PEP Committee.

3. Return Evaluation Form

Kris stated that the evaluation forms should be returned to her this evening.

B. Investment Committee

1. Report of Investment Committee Meeting held on April 22, 2015

Neil met with the financial advisor Carol Pekar-Miller, along with her partner Dean Spada. The quarterly reports show accounts are up .5%. At the meeting there was discussion about ending the relationship with Everbank. Dean suggested the Library have a written policy statement. The Investment Committee will meeting in June.

C. House Committee

Diane had no report.

D. Facility and Site

1. Library Building Expansion Update

Maureen reported that at the April 28th Town Council meeting official notice was given to form a Library Expansion Building Committee consisting of two Trustees, two Town Council representatives, three at large community individuals, a Town liaison, and Lisa representing the Library – the Town liaison and Lisa would not have voting rights. Maureen stated that Anna has done some research on tools for library expansion; the Facility and Site Committee will meet over the summer to discuss strategy for the Library Expansion Building Committee. It was suggested to Maureen that this committee have a facilitator for this. The Town Council has allocated \$100,000 to spend on a facilitator, new plans (possibly keeping Kaestle Boos). Any Trustee who serves on the Library Expansion Building Committee will need to commit their time to attending all meetings, monitoring Town Council meetings, and Town Hall Renovation Committee meetings. **NOMINATIONS:** Dennis Doyle nominated Maureen O'Connor Lyons to serve on this committee. Iris Larsson nominated LeeAnn Manke to serve on this committee. **MOTION: Diane Stamm made a motion to have Maureen O'Connor Lyons and LeeAnn Manke serve on the Library Expansion Building Committee, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

E. Fund Development/Legacy Society

Pauline had no report.

F. Budget

1. Budget Update

Patty reported that the Library's budget for this fiscal year will be spent by June 30th.

G. Technology

Paul was not in attendance.

H. Nominating Committee

1. Return Nomination Forms

Maureen reported that all the forms have been received.

I. Communications Committee

There was no report.

XI. OLD BUSINESS

A. Race May 17

Sponsors are in, registrations have been received, prizes have been collected – the 5K Race is scheduled for Sunday, May 17, 2015.

B. Receiving Donations Electronically

This will be discussed at the June meeting.

C. Staff Appreciation Event

Lisa will discuss this with staff about having a dinner at a nice restaurant, and/or other ideas. Judy commented that she will handle the invitations once a venue and date have been scheduled.

XII. NEW BUSINESS

A. Hanel Concert

Michelle Royer has secured Changes In Latitude, a Jimmy Buffet Cover Band for the Hanel Concert to take place at the Newington High School Auditorium on August 21st. **MOTION: Kris Nasinnyk made a motion to allocate \$2,600 plus expenses for the August 21st Hanel Concert, LeeAnn Manke seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

Maureen reported that Anna has secured Acoustic Eidolen for the September 18, 2016 Hanel Concert. This concert will be incorporated with the Annual Meeting. **MOTION: Neil Ryan made a motion to allocate \$2,500 for the 2016 Hanel Concert, Dennis Doyle seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

LeeAnn discussed the Library coordinating with the Newington Education Foundation on the annual spelling bee; she had mentioned this at the April meeting. There would be no monetary donation, only Board members assisting with registration and prizes. This event usually takes place in March from 8:00 AM to 2:00 PM. The Board of Trustees all agreed to assist with the annual spelling bee.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Ellen Vessella made a motion to adjourn, Dennis Doyle seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 13-0 vote at 9:05 PM.

The next Board of Trustees meeting is scheduled for Monday, June 8, 2015 at 7:00 PM.